



U.S. Department of the Navy

Office of the Assistant Secretary of the Navy (Financial Management and Comptroller)
The Honorable Richard Greco, Jr.

Success Story

ONR DOCUMENT RETREIVAL SYSTEM (DRS)

The Document Retrieval System (DRS) is the Office of Naval Research's (ONR's) official system for centralized electronic storage of documents. The DRS automated many previously manual document management processes in a very effective and efficient way. The system was deployed in December of 2005 and is used for processing and storage of over 88,000 ONR contract documents, funding documents, and related supporting documentation. It is anticipated that DRS will be used to manage other important ONR Office of the Comptroller budget and financial documents.

In the Office of the Comptroller prior to DRS, paper funding documents were filed, along with supporting documentation, in file folders and filing cabinets. Twenty six cabinets were required to hold the almost 30,000 documents that must be maintained for at least 5 years. Folders could only be used by one person at a time. Much time was spent looking for misplaced folders or waiting for folders in use by others. In addition, the hours of labor spent in making folders, filing, inserting amendments and supporting documentation, and refilling after use was immense. It is estimated that creating folders, initially filing documents, and then re-filing after each use took approximately 340 hours per year. With DRS, some documents will have to be scanned. The estimated amount of time spent scanning is expected to be about 90 hours, however, creating folders, filing and re-filing documents are all done automatically by DRS. Administrative time spent managing funding documents will decrease from 340 hours to 90 hours per year for a savings of 250 hours per year – which equates to savings of \$14 thousand per fiscal year.

Electronic filing of documents has many benefits to users throughout ONR. These benefits include:

- Documents are captured electronically upon receipt
- No more lost documents or missing folders
- Simultaneous access to folders and documents by multiple users
- Standardized document organization within folders by means of the **Folder Listing**
- Document **metadata** that enhances the ability to perform complex searches for documents and folder
- Viewing of documents controlled by another **Managing Organization**
- The ability to view and file documents while not physically located at an ONR site
- Document workflows and collaboration
- Centralized electronic document storage
- Document based permissions which allow enforcement of established ONR security policies and procedures

The ONR Document Retrieval System significantly improves productivity through rapid, easy maintenance, distribution, sharing, securing, and searching of the official files.

POC: Kim Prendergast
Phone: 703-696-6837